

North Fork Rancheria Indian Housing Authority
57907 Old Mill Site Court
North Fork, CA 93643
(559) 877-7360

Board of Commissioners Meeting Minutes
May 22, 2019
5:00 pm

Commissioners Present

Thomas Galt
Bobby Hale
Richie Cline
Christopher Aguirre
Katrina Guitierrez
Jacquie Van Huss
Shannon Wentworth (Entered at 5:10 pm)

Commissioners Absent

Elaine Fink

Staff

Paul Irwin
Debora Kerns-Barba
Bernice Polkenhorn

Guests

A. **CALL TO ORDER:**

Thomas Galt called the meeting to order at 4:58 pm.

B. **ROLL CALL AND QUORUM DETERMINATION:**

Roll was called and it was determined that a quorum was present.

C. **APPROVAL OF AGENDA:**

Katrina Guitierrez motioned to approve the agenda, Richie Cline seconded, and the motion carried 6/0/0.

D. **APPROVAL OF MINUTES 5/8/2019:**

Jacquie Van Huss motioned to approve the 5/8/19 meeting minutes as amended, Richie Cline seconded, and the motion carried 6/0/0.

E. **REPORTS:**

(1) **Director:**

i. **2017 ICDBG – Sierra Mono Museum:**

The director reported that the HVAC subcontractor has completed his rough work. The electrical subcontractor will be setting the meter panel and calling for an electrical inspection. Once the electrical is inspected, the meter will be tagged and we can coordinate with PG&E to re-energize. We plan to initiate this process as soon as possible to prevent future delay. Our crew has trimmed out windows and snapped lines for siding. We began trenching and installing water and

irrigation lines but have been delayed due to rain. In addition to the water line we will need to connect the sewer line from the expansion to the septic tank, install storm drainage lines, and run a gas line to the tank location before sidewalks can be formed and poured. The crew has been installing interior gas lines and we still have all interior plumbing to complete. We also have data and other wiring associated with the security and surveillance system to install prior to insulation and drywall. Our exterior doors have been ordered but have not yet arrived.

ii. **Playground:**

The director reported that the paving contractor completed the access ramp on Monday. We will be installing stackable block along the ramp system as necessary to prevent erosion. We will also need to rip raff drainage ditches and have discussed running a water line up to the playground pad. The playground pad itself is very muddy, but once it dries we will move temporary fencing out to prepare for equipment install.

iii. **Lot 7:**

The director reported that we have painted and will be ready for flooring in the next few days, following flooring we will just need to install baseboard, fixtures, and appliances.

iv. **32886 Rd. 222 North Fork, CA 93643:**

The director reported that we had a structural engineer out on May 15th to complete a structural evaluation and determine the extent of work needed for permits. He is working in coordination with a local drafting firm out of Oakhurst. Based on the engineers report the County will require the following for permits: complete site plan, complete floor plans, window schedules and finish schedules, electrical plans and calculations, mechanical/plumbing plans and calculations, and title 24 report for electrical and HVAC. A proposal is currently being worked up for the extent of work needed. The draftsman we previously used did not have availability and had initially asked us to prepare as-builts which we have done. We also had an HVAC contractor out and he is working on a quote and layout for a new central HVAC system to be utilized for plans and calculations.

v. **Caltrans Native American Advisory Committee Meeting:**

The director reported that he has a Caltrans Native American Advisory Committee Meeting to attend in Woodland, CA on June 26th. We do not have BOC meeting schedule for this date, so there is no conflict. Travel for participation on this committee is billable to the Tribe's BIA Tribal Transportation Program funding.

(2) **Chairperson:**

(3) **Other:**

F. **NEW BUSINESS**

(1) **Yosemite/Sequoia RC&D Council – 2019 PG&E Fuel Reduction Grant Funds:**

The director reported that the Yosemite Sequoia Resource Conservation and Development Council (YSR CDC) emailed out a notice of funding this past Monday. PG&E has allocated \$100,000 to YSR CDC for fuel reduction projects within Madera

County and are open to private and public lands. The projects are to be shovel ready and the on-the ground work needs to be 75% complete by August 31st and 100% complete by October 1st. They are looking to fund 3-4 projects ranging between \$25,000 and \$30,000. The project guidelines state that projects should focus on protecting communities from wildfires by providing funding for clearing brush and trees and should be within 1,000 feet of PG&E electrical assets. The director confirmed with YSRCDC that several NFRIHA fee land parcels would qualify. The director and project manager met with Central Sierra Tree Company today and determined that our largest parcel (7.66 acres behind the library) would take a majority of the funds available and that we would focus on that parcel as it would be the most beneficial wildfire protection for the community, as it would protect the Madera County water storage tank and would provide protection for the downtown area from the south. A quote was provided this afternoon, and with the BOC's approval the director will submit an application. Consensus of the BOC for the Director to submit an application for funding. The Director also confirmed that this had been coordinated with the Tribe's EPD Director, and other brushing grants that have been submitted by the Tribe.

G. OLD BUSINESS:

(1) Indian Housing Block Grant (IHBG) Program – Competitive Grants:

The director reported that upon review of the notice of funding availability and review of our Low-Income Housing Tax Credit (LIHTC) budget that we may be looking at a funding request of approximately 4.15 million. The director requested final approval to pursue an application for this need. The director reported that the funding would primarily go toward infrastructure which is now estimated at 4.53 million. Consensus of the BOC for the Director to prepare and submit an application for IHBG Competitive funds for costs related to the LIHTC project.

i. NOFA Training:

The director reported that HUD has released in person training dates for this grant opportunity. The Southwest Office of Native American Programs will hold training on June 19th and 20th. The Tribal Programs and Special Projects Manager from the California Coalition for Rural Housing (CCRH) has followed up with the director regarding this funding opportunity and has offered to cover the cost of attending this NOFA training. A travel authorization has been worked up and submitted to CCRH. The director reported that this training is important and necessary to attend regardless of reimbursement due to level of funding available and our need. Bobby Hale motioned to approve \$1,032.46 for the director to attend the NOFA training on June 19th and 20th, Christopher Aguirre seconded, and the motion carried 7/0/0. The director will report back if the training request is approved by CCRH.

H. EXECUTIVE SESSION:

Bobby Hale motioned to go into executive session at 5:27 pm, Richie Cline seconded, and the motion carried 7/0/0.

(1) Final FY 2019 Budget Allocation:

Consensus of the BOC to approve the FY 2019 IHBG funding allocation by program.

- (2) [REDACTED]
The director presented a housing rehabilitation scope of work for approval. Consensus of the BOC to seek quotes from outside contractors.
- (3) [REDACTED]
Consensus of the BOC to approve the maintenance request. Jacquie Van Huss abstained.
- (4) **Personnel Update:**
The director provided an update on the employment opportunities and new hires.
- (5) **Rental Unit Administration:**
Continued discussion on rental unit administration and policies. Additional language to be added to the housing application regarding duties of applicants on the waiting list. Policies will continue to be reviewed and discussed at future meetings.

Richie Cline motioned to come out of executive session at 6:31 pm, Shannon Wentworth seconded, and the motion carried 7/0/0.

I. NEXT MEETING:

June 5, 2019 at 5:00 pm.

J. ADJOURNMENT:


Christopher Aguirre motioned to adjourn at 6:32 pm, Jacquie Van Huss seconded, and the motion carried 7/0/0.

MINUTES TRANSCRIBED BY:



Bernice Polkenhorn, NFRIHA Office Assistant

COMMISSIONER APPROVAL

At a meeting of the Board of Commissioners of the North Fork Rancheria Indian Housing Authority, called and convened on the 5th day of June 2019 at which a legal quorum was present, these minutes were approved as written by a vote of 6 for, 0 against, and 2 abstaining.


Commissioner

6-5-2019
Date


Commissioner

6-5-2019
Date